



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Procurement
Instruction
Memorandum
No. **98-09**
Dec 9, 1998

MEMORANDUM FOR: BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Annelie M. Kuhn *An M Kuhn*
Acting Director
Office of Procurement

SUBJECT: Individual Contract Action Report (ICAR) Revisions

The Office of Procurement has designed a new performance evaluation model that combines the use of surveys, metrics, and on-site bureau visits to effectively **measure and** evaluate our bureau procurement operations. The metrics include the **gathering of** Procurement Administrative Lead Time (PALT) information for all contracting actions that are reported on the Individual Contract Action Report (ICAR).

The ICAR has been revised to capture PALT information. Previously, Blocks **48C, Date Requisition Received** and **48D, Date Requisition Ready**, were optional fields that will now be mandatory. We **have** also added Block **48E, Procurement Complexity**, to distinguish PALT for low, medium, and high complexity actions. A copy of the revised ICAR is attached. Also attached are revised pages 15 and **43** to insert in the TPDS User Guide. These documents are also available on the Office of Procurement's Internet Web Page at : <http://www.ustreas.gov/procurement/> .

The definitions of these terms **are listed below**. **Bureaus** should carefully review the definitions and decide how the **dates should be determined**, based on individual procurement processes in accepting partial acquisition packages, oral identification of requirements, etc.

Block 48C, Date Requisition Received - This block was previously optional and will now be mandatory. The definition is as follows - Report the date that the requisition was received in the procurement office, regardless of whether the requisition is sufficient to proceed with the procurement action.

Block 48D, Date Requisition Ready - This block was previously optional and will now be mandatory. The definition is as follows - Report the date that the requisition is deemed ready for procurement action. "Ready" means that funds have been certified and all necessary documentation is received from the program office, such as an adequate Statement of Work, Justification for Other Than Full and Open Competition, etc.

Block 48E, Procurement Complexity - This is a new block that has been added to the ICAR form. Classify each procurement action as low, moderate, or high complexity. The following factors are not all-inclusive, but present a general overview of the elements that should be considered in determining procurement complexity. Contracting Officers' discretion and careful analysis, resulting in an informed selection of low, moderate, or high, are required. Please note that the 281 Report typically contains low complexity actions.

- Estimated dollar value
- Complex technical requirements, i.e., new state-of-the-art, research & development, etc.
- Commercial off-the-shelf supply or service
- First-time buy with no procurement history
- Repetitive buy
- Familiarity with market conditions
- Large project magnitude requiring extensive coordination/management
- Unique inspection/testing standards
- Complex licensing or data rights issues
- Competitive acquisition
- Sole source or limited known sources
- Negotiations required
- Negotiations not required or not anticipated
- Audit requirements
- Unusual contract terms and conditions
- Formal source selection procedures
- Award is based primarily on price
- Simplified acquisition procedures are used
- Delivery order against a contract where all terms and conditions are already established
- Administrative or simple modifications

All contracting personnel should begin inputting these new data fields on ICARs commencing January 11, 1999. Any questions may be addressed to Terri Toplisek at (202) 622-1241, e-mail terri.toplisek@treas.sprint.com or Lou Masciocchi at (202) 622-6585 e-mail louis.masciocchi@treas.sprint.com .

Attachments

cc: TPDS Coordinators

Department of the Treasury

Individual Contract Action Report (ICAR)

For Treasury Actions

Note: For modifications or delivery/task orders, only shaded fields need be completed if an action for this contract has previously been reported to TPDS. Write or type all zeroes as Ø. For Federal Schedule Actions, complete fields 2 through 18, 22, 29, 35, 49a, 49b, 49c, 49d, 49e and 50. Field 29 must equal A for Federal Schedule Actions.

1. Reporting Agency (FIPS 95) <div></div>		2. Contract Number (No embedded spaces or special characters) <div></div>		3. Modification Number <div></div>	
4. Contracting Office Order Number (No embedded spaces or special characters) <div></div>		5. Contracting Officer Code <div></div>		6. Action Date <div></div> CY <div></div> Mo. <div></div> Day	
7. Type of Data Entry <input type="checkbox"/> A. Original <input type="checkbox"/> B. Deleting <input type="checkbox"/> C. Correcting		8. Report Period <div></div>		9. Kind of Contract Action <input type="checkbox"/> A. Initial Letter Contract <input type="checkbox"/> B. Definitive Action Superseding Letter Contract <input type="checkbox"/> C. New Definitive Contract D. Purchase Using Simplified Acquisitions E. Order under single award Indef. Del. Contract F. Order under BOA	
				G. Order/Modification under Federal Schedule H. Modification (report B for mods definitizing a letter contract) J. Termination for Default K. Termination for Convenience L. Order under Multiple Award Contract M. New Indefinite Delivery Contract (IDC) Y. New BOA Z. Reserved	
10. Dollars Obligated or Deobligated this Action (Whole \$ only. If deob, precede with minus sign) \$ <div></div> , <div></div> , <div></div> , <div></div>		11. Type of Obligation a. Obligation <input type="checkbox"/> A. \$ Ø or Obligation <input type="checkbox"/> B. Deobligation		b. Appropriation <input type="checkbox"/> A. Appropriated <input type="checkbox"/> B. Nonappropriated	
12. Principal Product or Service Code (From 12/93 PSC Manual) <div></div>		13. Principal Standard Industrial Classification (SIC) Code (From OMB SIC Manual) <div></div>		14. a. Commercial Item Acquisition <input type="checkbox"/> Y - Yes N - No <input type="checkbox"/> b. Classified Y - Yes N - No	
15. Contractor Name (Space between words. If 8(a), use firm name, not SBA). If classified, write "classified." a. <div></div> Street Address or Box Number (If classified, use bureau address) b. <div></div> City (If classified, use bureau address) c. <div></div> State <div></div> Zip Code <div></div>					
16. Contractor Identification Number (Cannot begin 99Ø-998) (If classified, use 144Ø91451, if UNICOR, use 626627459) <div></div>		17. a. Principal Place of Performance (If DC, State=11, City=5ØØØØØ) State <div></div> City, Place or County <div></div>		b. Foreign Country (FIPS 10-3) <div></div>	
18. Contract for Foreign Government or International Organization <input type="checkbox"/> Y - Yes N - No					
19. Tariff or Regulated Leave blank if not Tariff or Regulated ("N" if 25 = D) <input type="checkbox"/> Y - Yes <input type="checkbox"/> N - No		20. Multi-Year Contract <input type="checkbox"/> Y - Yes <input type="checkbox"/> N - No		21. Reserved <div></div>	
22. Country of Manufacture (FIPS 10-3. Cannot = 00. Must be alpha) <div></div>					
23. Synopsis of Procurement Prior to Award A. Synopsized prior to award <input type="checkbox"/> B. Not Synopsized due to urgency <input type="checkbox"/> C. Not synopsized for other reason		24. Type of Contract or Modification <input type="checkbox"/> A. Fixed-Price Redetermination <input type="checkbox"/> J. Fixed-Price K. Fixed-Price with Economic Price Adjustment L. Fixed-Price Incentive R. Cost-Plus-Award-Fee		S. Cost-No Fee T. Cost Sharing U. Cost-Plus-Fixed-Fee V. Cost-Plus-Incentive Fee Y. Time and Materials Z. Labor Hour	
25. CICA Applicability A. CICA Applicable (Includes 8(a)) <input type="checkbox"/> B. Purchase Using Simplified Acquisition Procedures C. Mint Special CICA-Exempt Program D. Pre-CICA E. Commercial Item Requisition under Test Program		26. Solicitation Procedures (Complete Only if Item 25 = A, Use K if 32 = D) <input type="checkbox"/> A. Full and Open Competition - Sealed Bid <input type="checkbox"/> B. Full and Open Competition - Competitive Proposal C. Full and Open Competition - Combination D. Architect - Engineer E. Basic Research F. Reserved G. Alternate Sources H. Reserved J. Reserved K. Set-Aside L. Other than Full and Open Competition (incl. 8(a))			

U.S. TREASURY PROCUREMENT DATA SYSTEM	
30A. TYPE BUSINESS:	<input type="radio"/> 30B. BUSINESS STRUCTURE: <input type="radio"/>
31. WOMAN OWNED:	<input type="radio"/>
32. PREFERENCE PROGRAM:	<input type="radio"/>
33. SUBCONTRACTING PLAN:	<input type="radio"/> 34. SUBJECT LABOR STATUTES: <input type="radio"/>
35. EST COMP YR:	00 MO: 00 DA:00
36. CONTRACTOR TIN:	0000000000
37. COMMON PARENT'S NAME:	0000000000
38. COMMON PARENT'S TIN:	0000000000
48A. VALUE OF CONTRACT:	0000000000
48B. EST COMP DATE WITH OPTIONS:	YR: 00 MO: 00 DA:00
48C. DATE REQUISITION REC:	YR: 00 MO: 00 DA: 00
48D. DATE REQUISITION READY:	YR: 00 MO: 00 DA: 00
48E. PROCUREMENT COMPLEXITY:	<input type="radio"/> (1-high, 2-medium, 3-low)
49A. CONTRACTING OFFICER:	000000000000000000000000
49C. TELEPHONE:	0000000000
49D. DATE SUBMITTED:	YR: 00 MO: 00 DA: 00
49E. CONTRACT SPEC INITIALS:	000
50. BRANCH:	000
ENTER 'Q' IF YOU WANT TO CANCEL UPDATE <input type="radio"/>	

HIT ENTER TO TRANSMIT AND EDIT	

Figure 4-4

Figure 4-4 shows the third (and last) screen of the ICAR entry format.

If you selected 'Q' to exit, the following message will be displayed:

```

CONTRACT NOT UPDATED, PROCEDURE ENDED
*** M204.0608: FILE CLOSED: SAMTB
*** M204.0608: FILE CLOSED: PUB55

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If you pressed ENTER to save the update, you will see this message:

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UPDATE COMPLETE
*** M204.0608: FILE CLOSED: SAMTB
*** M204.0608: FILE CLOSED: PUB55

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EXTENT COMPETED (KEY, FRV, FV)	1	ITEM 29.
TYPE BUSINESS (KEY, FRV, FV)	1	ITEM 30.
WOMAN OWNED (KEY)	1	ITEM 31.
PREF PGM (KEY)	1	ITEM 32.
SUBCONTRACT PLN (KEY)	1	ITEM 33.
STATUTORY REQ (KEY, FRV, FV)	1	ITEM 34.
EST COMP YR (NR)	2	ITEM 35.
EST COMP MO (NR)	2	
EST COMP DA (NR)	2	
CONTRACTOR TIN	9	ITEM 36.
COM PARENT	30	ITEM 37.
COM PARENT TIN	9	ITEM 38
ANT DOLLARS	11	ITEM 48A.
OPT COMP YR (NR)	2	ITEM 48B.
OPT COMP MO (NR)	2	
OPT COMP DA (NR)	2	
RECEIVED YR (NR)	2	ITEM 48C.
RECEIVED MO (NR)	2	
RECEIVED DA (NR)	2	ITEM 48D.
READY YR (NR)	2	
READY MO (NR)	2	
READY DA (NR)	2	
COMPLEXITY	1	ITEM 48E.
CONTRACT SPEC	25	ITEM 49A.
PHONE	10	ITEM 49C.
SUB YR (NR)	2	
SUB MO (NR)	2	
SUB DA (NR)	2	
SPEC CODE (KEY, FRV, FV)	3	ITEM 49E.
BRANCH (KEY, FRV, FV)	3	ITEM 50.
ACCT (KEY)	6	
AWARD QTR (KEY)	1	
AWARD FY (KEY)	2	
FPDS SUB CODE (KEY)	1	
ORIG ENTRY DATE	6	
LAST CHG DATE	6	